PURCHASE ORDER & REQUISITION TRAINING – FOR REQUESTOR & SIGNATURE AUTHORITY

DPS PROCUREMENT OFFICE

PO/REQUISITION WORKFLOW

- Log into Frevvo

- Complete/submit form

- Signature Authority Review/Approval

- My Tasks (open tasks)

- Other Finance workflows (for info only)

  - PO

  - Requisition

LOG-IN

- Log into Frevvo:
  - http://dpsdocstar-f:8082/frevvo/web/tn/dps.vermont.gov/u/02840634-015f-40a4-9167-ec4817746be4/space/dps

- Log in name is
  - User name - same as logging into your computer daily. Normally first initial first name plus last name, **@dps**.vermont.gov

- Password is your daily computer log-in password
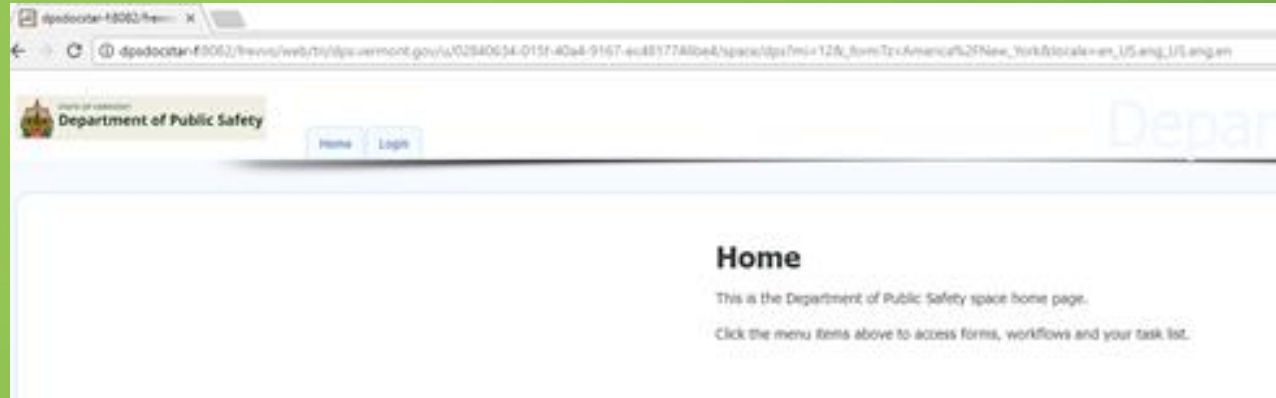
FIND THE FORM

- To initiate a PO or requisition, click "Orders" here

- Select either:
  - PO
  - Requisition
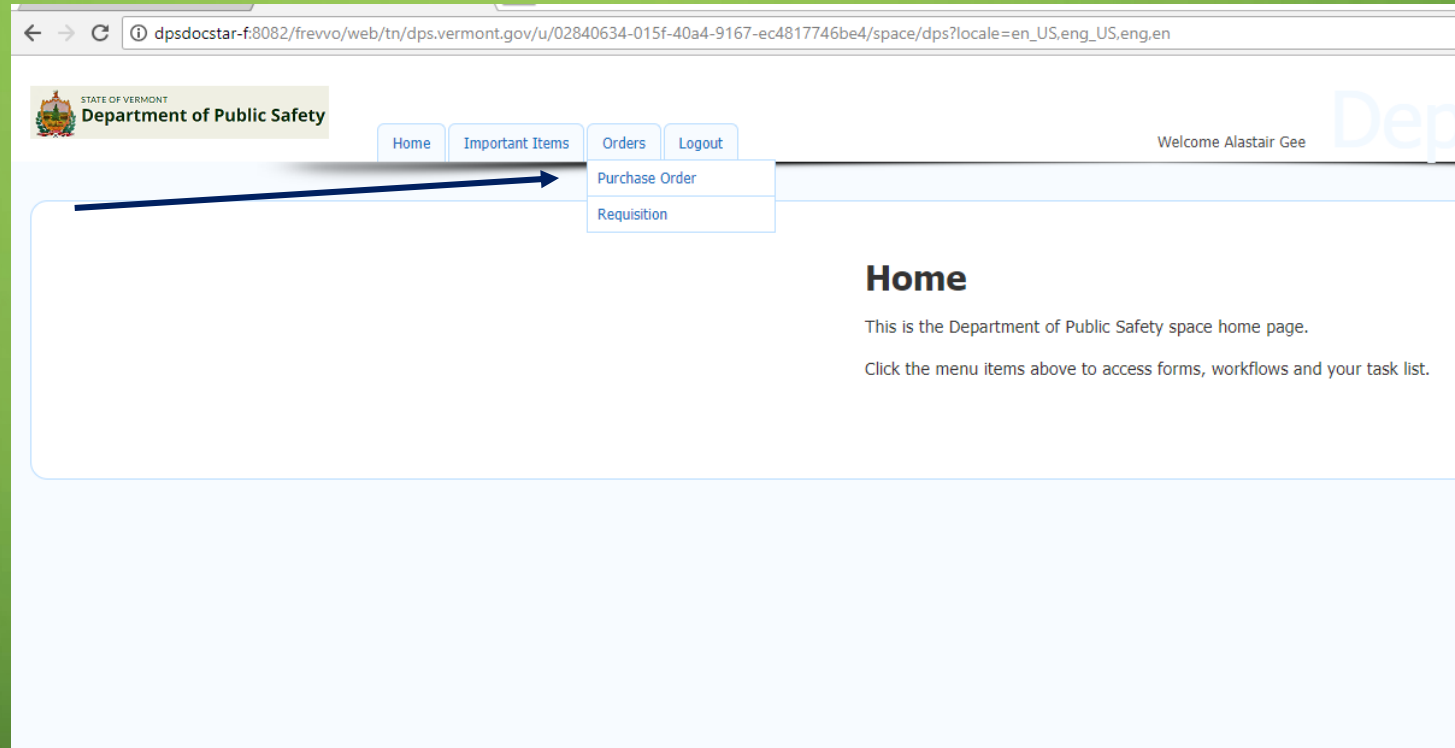
FILLING OUT THE FORM (1 OF 4 PAGES)

- Division (use drop down menu)

- State contract number (if applicable)

- Signature Authority
  - Who has spending authority (drop down menu)
  - See Signature Authority slide for more details

- Sam.gov check
  - For orders over $25,000

- Fund Code (5 digit number)
  - General/Special/Federal funds
  - Not sure of funding numbers – contact the Finance Office

- Detail
  - If spilt funded, enter % for each line
  - If not split funded, type a dash in the box

- Dept ID (10 digit number)
  - Reflects what department funds are being utilized

- Project/Grant Number (if applicable)

- Vendor info
    - Select type of search
        - "Vendor Name" or "Vendor Address"
    - Vendor Search - Type in a few key letters for vendor name or address for search
    - Select Vendor
        - Choose vendor on drop down menu

- Ship To Name
    - Use drop down menu

- Upload Support Documentation (If needed as supplemental data, specs of equipment, 3 bids for simplified bid, etc.)
    - Click "Add Files", then select file, upload

FILLING OUT THE FORM (3 OF 4 PAGES)

- Description
    - Enter item to purchase (is detailed specs needed, add as a Word attachment)

- Account Code
    - Required for IT equipment, use "Click to view IT Codes" for correct account code

- Quantity
    - How many you want

- Unit Price
    - How much is the item

- Total – form automatically calculates

- Adding extra lines
    - Click on green + to add additional lines

FILLING OUT THE FORM (4 OF 4 PAGES)

- Requestor Signature
    - Sign using mouse
    - Then via electronic signature
        - Click "Sign this section"
- Form is now ready to submit
    - Can Save to submit later (click "Save")
    - Submit, click "Send to Signature Authority
    - Note – If system won't allow you to submit, a required block on form needs attention

SIGNATURE AUTHORITY

- A DPS individual who has spending privileges approved by the Commissioner
  - An example of who has signature authority is found on the next page

- To Approve/Disapprove a PO and/or Requisition request
  - An email from dpsfrevvo@vermont.gov will notify you of a new request
  - Sign into Frevvo (see slide 3)
  - If you have multiple POs/Requisitions to approve, click on "Important Items" on task bar. Click on "Task List", which will bring up all tasks needing attention
    - Click the arrow icon to work on form
  - First review the request, particularly ensure:
    - Fund code/Dept IDs are correct
    - To approve
      - Sign using mouse (optional)
      - Then via electronic signature, Click "Sign this section"
    - To disapprove
      - Click "Reject", add comments why rejects, and send (this is then sent back to the requestor)

EXAMPLE - DPS SIGNATURE AUTHORIZATION – DATED 14 MAY 18

- DPS Staff identified on the authorization have set spending limits

- Staff who aren't on this list wishing to purchase items, should forward the PO/Requisition to a person in their Division who has the spending limit for the purchase

- Link for latest authorization is found at:
  - http://vibrs.dps.state.vt.us/

Department of Public Safety Signature Authorization

MY TASKS

- List what Purchase Orders and Requisitions require attention

- Click on "Important Tasks", then choose "Task List" on the drop down menu

- All open tasks will show up on left of screen

- Click arrow icon to open PO/Requisition

- To delete PO/Req, click minus symbol

- To lock/unlock a PO

- Clicking on "View Task History" will show where a PO or requisition is in the flow
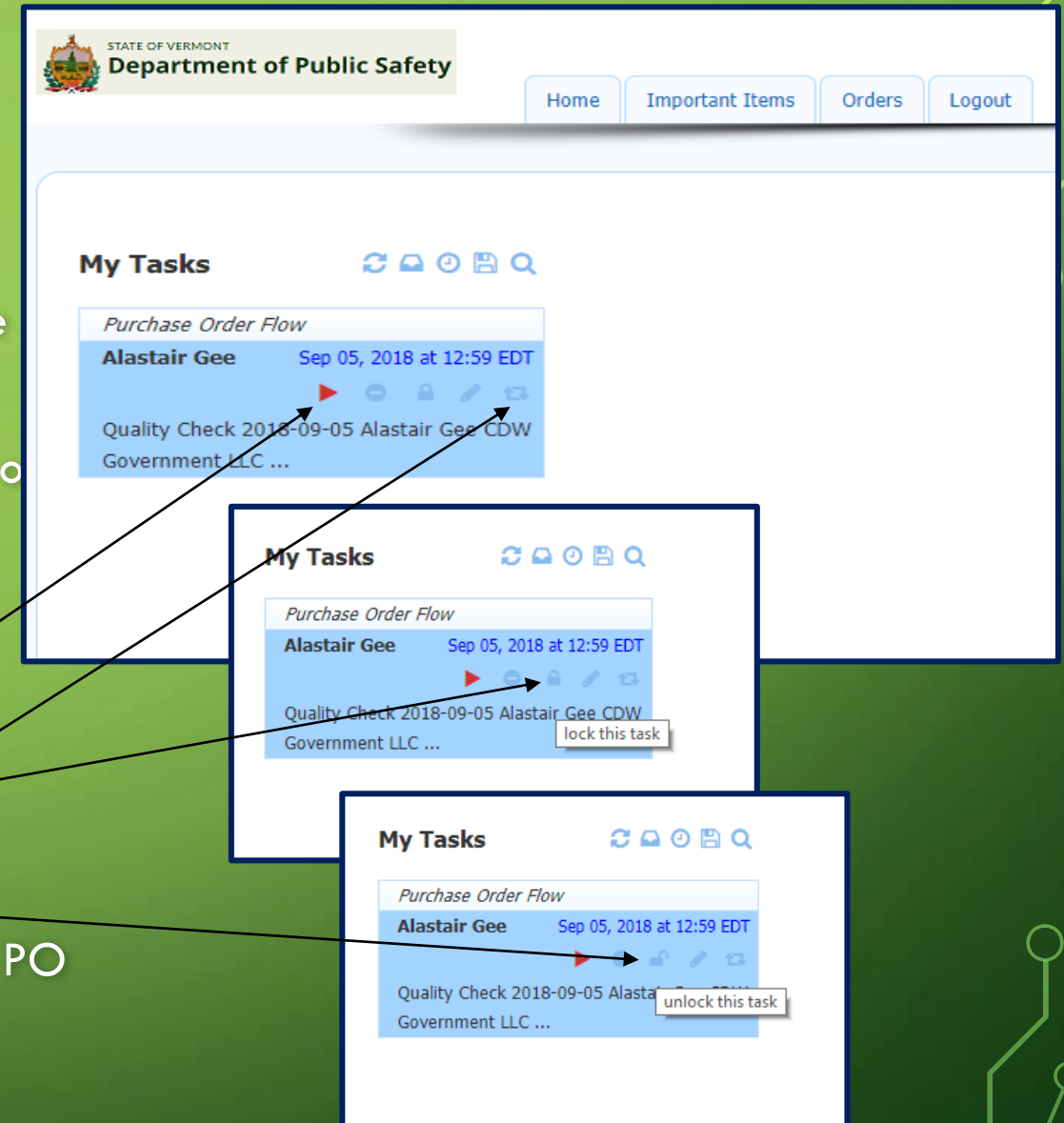
PO WORKFLOW

- Quality Check
  - DPS Procurement Office checks the form for completeness/accuracy

- Financial Manager
  - DPS Finance Manager checks the form for accuracy
  - Forwards to Finance Specialist who managers the division/program finances

- Fund Check
  - Finance Specialist verifies fund codes, and if there is funding available

- PO Number
  - Procurement obtains a PO # from VISION database

- Budget Check
  - DPS Finance Manager budget checks the PO in VISION, forwards the approved PO to the PO requestor who then may initiate the purchase

REQUISITION WORKFLOW

- Quality Check
  - DPS Procurement Office checks the form for completeness/accuracy

- Financial Manager
  - DPS Finance Manager checks the form for accuracy
  - Forwards to Finance Specialist who managers the division/program finances

- Fund Check
  - Finance Specialist verifies fund codes, and if there is funding available

- Requisition Number
  - Procurement obtains a Requisition # from VISION database

- Budget Check
  - DPS Finance Manager budget checks the Requisition in VISION

- BGS Contracting
  - DPS Procurement Office will forward requisition request to BGS Contracting for processing

- Budget Check
  - Once BGS Contracting has approved the requisition (might takes months), a PO is submitted vis VISION to DPS Procurement Office, who in turn sends the notification to the Finance Office for budget check

- Procurement Office
  - DPS Procurement Office will forward the approved PO with State attachments to requestor, approving the purchase

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